

CITY OF DERBY

JOB POSTING

Position: Deputy Finance Director/Grant Coordinator

Department: Finance; Reports to Finance Director

Classification: Salaried, Non-exempt

Full/Part-Time: Full-Time (35 hours/week)

Schedule: Monday-Wednesday 8:30am-5:00 pm, Thursday 8:30am-6:00 pm, and Friday 8:30am-12:30 pm

Rate of Pay: Per City Hall Employees Contract (Local 1303-259)

Current Annual Salary: \$64,610.00

Closing date: Friday, August 13th, 2021

Job posting:

The City of Derby is seeking a full-time employee to coordinate all grant activities and to support the Finance Director in the daily operations of the finance department. A full list of required duties can be found in the attached job description.

Minimum Qualifications:

A Bachelor's Degree in Finance, Accounting, or related field and five (5) years relevant experience plus computer skills.

Physical requirements:

- Ability to remain in a stationary position, often standing or sitting for prolonged periods.
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets.
- Ability to work in a setting subject to continuous interruptions and background noises.
- Ability to lift up to twenty-five (25) pounds occasionally.

Conditions of Employment:

Must pass drug test and criminal background check.

This position is subject to a probationary period of sixty (60) working days.

A copy of the full job description is attached.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting John Board at jboard@derbyct.gov or at 203-736-1450 ext. 1221.

Please send completed applications to:

Mr. John Board

Administrative Assistant to the Mayor

1 Elizabeth Street

Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants based on age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 7/30/2021

Job Description

Job title	<i>Deputy Finance Director/Grant Coordinator</i>
Reports to	<i>Finance Director</i>
Job Type	<i>Full time, non-exempt City Hall bargaining unit position</i>
Location	<i>Derby, CT</i>
Department	<i>Finance</i>

Job purpose

Under the supervision of the Finance Director, coordinate all grant activities and perform administrative and other duties to assist in the execution of the various functions of the finance department.

Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the position, and incumbents may expect to perform other related similar duties.

Primary Duties:

- Grant Coordination
 - Manage and track various economic and community development grants
 - Adhere to State and/or Federal guidelines for tracking of grant funds and interface with staff from other agencies on all grant-related activities
- Accounts Management and Oversight
 - Perform bank reconciliations
 - Review work of Assistant Finance Clerks
 - Perform account reviews
 - Record financial information (journal entries)
 - Post weekly payrolls
 - Manage and track various capital projects
- Purchase Order Preparation
 - Review requisition orders for accuracy and completion, and then process
 - Prepare, review, print and post batches of purchase orders
 - Present purchase orders for signature by the department head

Secondary Duties:

- Provide Backup to Assistant Finance Clerks
 - Payroll processing
 - Payable's processing
 - Address Benefits Questions
 - Advise employees, dependents, and survivors of their benefits.
 - Assist employees with understanding and completion of payroll withholding items
- Assist in training new employees
- Assist other employees of the finance department and the auditor when necessary
- Process vendor, department head and other inquiries as needed
- Perform other related duties as assigned by the Finance Director

Minimum Qualifications

- Bachelor's Degree in Finance, Accounting or related field and five (5) years relevant experience

Required Knowledge, Abilities and Skills

- Proficiency with Microsoft Office Suite, Windows and Adobe
- Experience working with financial management software (e.g., GEMS, MUNIS, Quality Data, QuickBooks, etc.)
- Experience working with standard office equipment (copy machines, etc.)
- Familiarity with AIA documents
- Ability to work cooperatively with co-workers, supervisors, and the general public.
- Ability to communicate effectively, both orally and in writing
- Experience with state and federal grant management
- Attention to detail and timeliness
- Familiarity with standard accounting practices